

Building / Dance Grounds Cleaning Check List

Date of Event	Applicant Name	Organization Name
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Cultural Building Meeting Room

Total Chairs Released: _____ Total Chairs Returned: _____

_____ Tables are folded and stacked against the wall

_____ Chairs are folded and returned to storage rack

Total Tables Released: _____ Total Tables Returned: _____

_____ Floor is swept

_____ All trash is picked up

_____ Trash Cans are emptied and re-bagged (bags are under the sink)

_____ Trash has been bagged, tied and removed from the building ***and the property***

_____ Bathroom trash cans are to be emptied & rebagged (liners are under the sink)

_____ Bathroom sink area is to be wiped down

_____ Bathroom floor swept

Cultural Building Kitchen

_____ Counters, tables, stove, sinks & frig are wiped clean.

_____ All food and supplies, which have brought in, are removed.

_____ Trash Cans are emptied and re-bagged (bags are under the sink)

_____ Trash has been bagged tied and removed from the building ***and the property.***

_____ Floor is swept & mopped

Community Building

_____ Floor is swept

_____ Tables are pushed back under tables

_____ All trash is picked up

_____ Trash Cans are emptied and re-bagged (bags are under the sink)

_____ Trash has been bagged, tied and removed from the building ***and the property***

_____ Bathroom trash cans are to be emptied

_____ Bathroom sink area is to be wiped down

_____ Bathroom floor swept

Community Kitchen

_____ Counters, tables, sinks, frig and stove is wiped clean.

_____ All food and supplies, which have brought in, are removed.

_____ Floor is swept

_____ Trash Cans are emptied and re-bagged (bags are under the sink)

_____ Trash has been bagged tied and removed from the building ***and the property.***

Dance Grounds

_____ All trash is picked up, bagged, tied and ***removed from property***

_____ Willows are removed from top of arbor, debris is removed from the property

_____ MC Box is clear of trash and chairs

Concession Stand

_____ Counters, tables are wiped clean.

_____ Floor is swept

_____ All food and supplies, which have brought in, are removed.

_____ Trash has been bagged, tied and removed from the building and the property.